

Congressman Lincoln Davis

Tennessee- 4th District



**Congressional Internship
Application**

Internship Application

Frequently Asked Questions:

Who Can Apply?

College Students who are interested in government are encouraged to apply.

Where Do Interns Live?

Several universities in the Washington area offer housing for interns during the summer. There are also rental apartments available in surrounding area.

What Are Basic Activities An Intern Will Be Asked To Perform?

Interns in the Washington office work closely with the professional staff on a variety of projects and are also asked to help with clerical tasks. Some responsibilities include attending hearings, preparing legislative reports, researching specific issues and responding to constituents inquiries, helping with U.S. Capitol Building tours, fulfilling flag requests, data entry, and performing general office duties.

Do District Offices Employ Interns?

Yes. Please locate district offices on website

How Do Interns Apply?

Interns are selected on the basis of a written application and interview. Completed applications, a college transcript, and a resume should be submitted to:

Congressman Lincoln Davis
Attn: Brandi McBride, Intern Coordinator
504 Cannon HOB
Washington, DC 20515

Internship Application

Date _____

PERSONAL INFORMATION

Full Name _____

Date Of Birth _____

Social Security # _____

Names of Parent(s) or Guardian(s) _____

SCHOOL ADDRESS

Institution _____

Street _____

City _____ State _____ Zip _____

Phone _____ E-Mail _____

After This Date, Use Permanent Address _____

PERMANENT ADDRESS

Street _____

City _____ State _____ Zip _____

Phone _____ E-mail _____

Are You Registered To Vote _____ Yes _____ No

EDUCATION

High School _____
Name and Location

Graduation Date _____ G.P.A. _____

College/University _____
Name and Location

Intended Date of Graduation _____

Major(s) _____

Minor(s) _____

G.P.A. _____

Previous Colleges/Universities _____
If Applicable

Dates of Attendance _____

Honors/Awards/ Scholarships _____

Extracurricular Activities At School (Peer educator, sports, interest clubs, etc.) _____

Activities Other Than School (Scouts, Volunteering, etc..) _____

WORK AND VOLUNTEER EXPERIENCE

List your experience with the most recent position held first.

Organization _____
Name and Location

Dates of Employment _____ to _____

Hours Per Week _____ Job Title _____

Short Description _____

Organization _____
Name and Location

Dates of Employment _____ to _____

Hours Per Week _____ Job Title _____

Short Description _____

Organization _____
Name and Location

Dates of Employment _____ to _____

Hours Per Week _____ Job Title _____

Short Description _____

Organization _____
Name and Location

Dates of Employment _____ to _____

Hours Per Week _____ Job Title _____

Short Description _____

OFFICE EXPERIENCE

Do You Have Previous Office Experience _____ Yes _____ No

Experience With The Following Office Machines

Copy Machine _____ Yes _____ No

Fax Machine _____ Yes _____ No

Computer _____ Yes _____ No

Software Used _____

Skills You May Contribute To The Office _____

DATE AND LOCATION PREFERENCE

From _____ to _____

Office In Which You Would Like To Serve Internship _____

NARRATIVE ESSAY

Please answer the questions on separate pages. Limit response to one page for each question.

- 1.) *Why Do You Want To Be An Intern In This Office?*
- 2.) *If You Could Meet With Any Influential Person In The World, Who Would It Be and Why?*